

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Administrative Memorandums**

**200.17**      **TITLE:**      Paper Recycling Policy  
**ISSUING OFFICE:**      Director's Office  
**DISTRIBUTION THROUGH:**      All DFA Employees      (LEVEL)  
**DATE ISSUED/REVISED:**      1/22/91      **REPLACES:**      \_\_\_\_\_      **DATED:**      \_\_\_\_\_

Governor's Executive Order 90-1 mandated that all state agencies shall establish a paper recycling program. Adhering to the criteria of the Executive Order, the Department of Finance and Administration has adopted the following office policy on paper recycling.

**AGENCY RECYCLING PROGRAM**

All employees are encouraged to participate in the state agency paper recycling program. In this program, the staff is requested to place all high quality white paper in one of the recycling barrels located in your area. There are several benefits derived from this program: (1) the proceeds go to benefit a worthwhile cause; (2) it can reduce waste disposal costs for the state; (3) less energy is used in reprocessing waste paper as opposed to making new paper; and (4) numerous environmental benefits are realized, including the reduction of air emissions, waste water discharge and the filling of landfill space.

Employees are asked to save the waste paper and deposit it in the recycling barrels for weekly pickup. Generally, the following types of paper **should** be recycled:

white typing paper, white scratch paper, white photocopy paper, white tab cards, computer printout paper, white index cards, white miscellaneous forms, white laser paper, white envelopes with no windows, labels or stamps, green computer paper, letterhead paper, white paper that is written on, or printed on, with any color ink

To avoid contamination of our high quality paper, you are asked to make sure that the following materials are **not** recycled:

colored paper, glossy or slick paper, newspaper, cardboard, rough, off-white table paper, fax paper, no envelopes with labels, windows or stamps, magazines, blueprint paper; manuals with glue/plastic binding; paper with: rubber bands, paper clips, carbon paper, tape or colored Post-It notes attached

**MONEY FROM THE STATE RECYCLING PROGRAM, IN THE PAST, HAS BEEN USED FOR**

Arboretum construction at Pinnacle Mountain State Park; planting wild flowers on Arkansas state highways; computer equipment to enable blind students to access UALR's computer system; additional equipment for Central Arkansas Work Activity Center to allow continued collection of the paper from State agencies

**ENVIRONMENTAL CONSEQUENCES OF RECYCLING PAPER**

Saves 20 percent of the energy needed to make paper from wood; reduces waste water by 50 percent;  
Saves 17 trees per ton of recycled paper

**HOW THE PAPER PROCEEDS ARE CURRENTLY BEING USED**

All proceeds now go the Central Arkansas Work Activity Center to offset costs (fuel, labor, insurance, etc.) associated with picking up the paper from the state agencies.

**ALL EMPLOYEES ARE ENCOURAGED TO MAKE PAPER RECYCLING A ROUTINE PART OF THE JOB. ASK THE CENTRAL CONTAINER MANAGER FOR YOUR OFFICE WHERE THE RECYCLING BARREL IN YOUR AREA IS LOCATED.**